

**EXHIBIT 3: PERSONNEL SKILLS AND REQUIRED PERFORMANCE AREAS**

<b>Performance Area</b>	<b>Personnel Skill Required</b>	<b>SOW Reference</b>
Establish and Review Style and Format Related to Writing and Editing	Technical Writer/Editor	C.5.1.2
Technical and General Writing	Technical Writer/Editor	C.5.1.4.1
Collaborative Writing Assistance	Technical Writer/Editor	C.5.1.4.2
Technical Editing of Scientific, Technical, and Administrative Information	Technical Writer/Editor	C.5.1.4.3
Technical Editing of Journal Articles, Symposium Proceedings, and Workshop Papers	Technical Writer/Editor	C.5.1.4.4
Test-and Evaluation Publications: Review for DTIC	Technical Writer/Editor	C.5.1.4.6
Technical Manuals: Writing and Response to Questions	Technical Writer/Editor	C.5.1.5
Writers' Hotline: Language Questions	Technical Writer/Editor	C.5.1.6
Publications Review Panel—Review of Publications for Awards	Technical Writer/Editor	C.5.1.7
Establishment and Review of Style and Format Related to Graphics Design	Visual Information Specialist	C.5.2.3
Design of Interior Wall Displays, Corporate Displays, and Stairwell Graphics	Visual Information Specialist	C.5.2.4
Design of Exterior, Interior and Directional, and Temporary Signage	Visual Information Specialist	C.5.2.5
Brochures and Flyers	Visual Information Specialist	C.5.2.6.2

<b>Performance Area</b>	<b>Personnel Skill Required</b>	<b>SOW Reference</b>
Average and Complex Presentations	Visual Information Specialist	C.5.2.6.3
Posters and Banners	Visual Information Specialist	C.5.2.6.4
Design of Certificates	Visual Information Specialist	C.5.2.6.6.5
Decals	Visual Information Specialist	C.5.2.6.7
Plaques	Visual Information Specialist	C.5.2.6.8.2
Logos	Visual Information Specialist	C.5.2.6.9
Design of CDROM Labels, Covers, Inserts, and Cases	Visual Information Specialist	C.5.2.6.10
Nameplates	Visual Information Specialist	C.5.2.6.11.2, C.5.2.6.11.3
Design of Folders	Visual Information Specialist	C.5.2.6.12.3
SPAWARSSCEN San Diego Overview	Visual Information Specialist	C.5.2.6.13
Books	Visual Information Specialist	C.5.2.6.14
Special Covers	Visual Information Specialist	C.5.2.7.1
Murals	Visual Information Specialist	C.5.2.7.2.1
Maps	Visual Information Specialist	C.5.2.7.3
Executive Director's Award	Visual Information Specialist	C.5.2.7.4
Display Cases	Visual Information Specialist	C.5.2.7.5
Paintings	Visual Information Specialist	C.5.2.7.6
Illustrations	Visual Information Specialist	C.5.2.7.8
Collages	Visual Information Specialist	C.5.2.7.9
Memo Pads	Visual Information Specialist	C.5.2.7.10
Letterhead	Visual Information Specialist	C.5.2.7.11
Typography	Visual Information Specialist	C.5.2.7.12

<b>Performance Area</b>	<b>Personnel Skill Required</b>	<b>SOW Reference</b>
Lapel Pins	Visual Information Specialist	C.5.2.7.13
Special Requests	Visual Information Specialist	C.5.2.7.15
Exhibit Support Services	Visual Information Specialist	C.5.2.8
Display of Graphic Products	Visual Information Specialist	C.5.2.9
Establishment and Review of Style and Format Related to Video and Multimedia Products' Design	Visual Information Specialist	C.5.3.3
Full- and Quick-Look Video Productions	Videographer	C.5.3.4 C.5.3.5
Video Shooting, Including Underwater and Aerial	Videographer	C.5.3.6
Video Editing	Videographer	C.5.3.8
Multimedia Production	Videographer	C.5.3.11
Representation at Meetings and User Groups	Librarian	C.5.4.2.2
Access Requirements	Technical Librarian	C.5.4.2.1
Determination of Interservice Support Agreements	Technical Librarian	C.5.4.2.3
Oversight of ILS	Technical Librarian	C.5.4.3.
Collection Development	Technical Librarian	C.5.4.5
Management of Maintenance of Library Collection	Technical Librarian	C.5.4.6
Management of Circulation Function	Technical Librarian	C.5.4.7
Complex Reference Questions	Technical Librarian	C.5.4.8
Literature and Database Searching	Technical Librarian	C.5.4.9

<b>Performance Area</b>	<b>Personnel Skill Required</b>	<b>SOW Reference</b>
Current Awareness Services	Technical Librarian	C.5.4.10
Selection of Publications and Information Resources	Technical Librarian	C.5.4.12.1
Selection of Electronic Services and E Journals	Technical Librarian	C.5.4.13 C.5.4.17
Original Cataloging, Including E Journals and E Resources	Technical Librarian	C.5.4.15
Selection of Serials	Librarian	C.5.4.16
Cooperative Projects	Librarian	C.5.4.20
ILCEP Meetings	Technical Writer/Editor	C.5.6.2.1